

▶ **PM019 – Microsoft Project**

This is unlike any course in the software training or Project Management training industry. This is not a generic software training course on where to click. Based on principles of adult education, learning and applied knowledge, combining methods of group development, facilitation, instructing, case studies, brainstorming, individual advising and self-paced learning. Participants will experience highly interactive, knowledge-based learning and leave with new skills they can apply quickly.

Students should come to class with an idea of a project in mind & will have the chance to learn new skills as a group through challenges delivered by the facilitator & enjoy one-on-one time with the instructor (a certified PMP) who can help assess their strengths, weaknesses & develop direction to help them further their understanding of using MSProject beyond the scope of the in-course time.

In this seminar you will learn

- ✓ Introduction to MSProject, including information on it's background, how it works & covering all the most commonly tools of MSProject.
- ✓ Introduction of Project Management terminology- WBS, Milestones, Critical Path, Crashing the Critical Path, etc.
- ✓ Highlights common pitfalls of MSProject use such as Constraints.
- ✓ Baselines, variances, lag, slack & more.
- ✓ Applying Resources and Executing the Plan
- ✓ Applying resources, the effect of effort-driven scheduling in detail.
- ✓ Resource allocation & modification– which is the key frustration of most users
- ✓ Highlights common pitfalls of MSProject use such as Modifying work unintentionally by changing resources.
- ✓ Project Management Soft Skills & Case Study
- ✓ Creating a WBS & applying it to MSProject.
- ✓ The basics of Relationships, Predecessors,
- ✓ Scheduling, Reporting, Effort-Driven Scheduling.